

Risk assessment

Activity: RTITB Academy LGV Practical Training

Organisation name: RTITB - December 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk of catching COVID-19/ Risk of spreading COVID-19	Sub-contractors, candidates, Academy employees	<ol style="list-style-type: none"> 1. The number of people (inc the instructor) in any in cab practical training scenario will be strictly limited to a maximum of 2 at any one time. 2. Instructors and candidates must wear suitable clothing that fully covers their arms and legs 3. Instructors and candidate should wash their hands and immediately put on suitable gloves for the full duration of their time in the vehicle cab. These gloves should be removed on vehicle exit and appropriately disposed 4. Instructors and candidates should avoid touching their faces 5. The wearing of a face mask is optional for all persons in the vehicle, where chosen to be worn they should be worn in accordance with government guidelines. Instructors and candidates should be aware of the possibility of glasses fogging up when using face masks 6. Off road exercises should be conducted prior to any road driving (personal performance drive) Should a candidate record serious faults during any off road exercise then these must be effectively rectified prior to any road driving takes place 7. Vehicle windows must be open far enough to allow for adequate air circulation throughout the vehicle cab. Switch ventilation systems on while people are in the vehicle and set to drawing fresh air in, and not recirculating air. 	<p>To improve ventilation, windows can also be opened (partially if it's cold). Heating should also be left on to keep the vehicle warm. Open windows fully for a few minutes to help to clear the air in the vehicle at appropriate times.</p>	<p>Sub-contractors, candidates, RTITB employees</p> <p>Academy instructors to monitor adherence to this risk assessment</p>	Ongoing	07/12/20

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		<ul style="list-style-type: none"> 8. All truck hand controls, hand holds, steering wheel, door handles, ignition keys and seat belt buckles etc. must be sanitised regularly throughout the day by the course instructor and as a minimum when a new person is going to drive the truck 9. An in cab sanitiser spray should be used at the end of each day 10. Disposable seat covers are supplied and should be swapped by the instructor each time a different driver operates the truck 11. If at any time people are seen not to be adhering to this risk assessment the course will be ended and the academy closed immediately. 12. Academy staff/candidates are only to use the downstairs toilets located next to Training room 4 (the gents and the disabled toilets) 13. All items used for cleaning or personal protection and that are due for disposal are to be kept in a sealed bag for 72hrs prior to disposal. They will be stored in the back warehouse and marked with the date they can be put into the general rubbish bin. 				